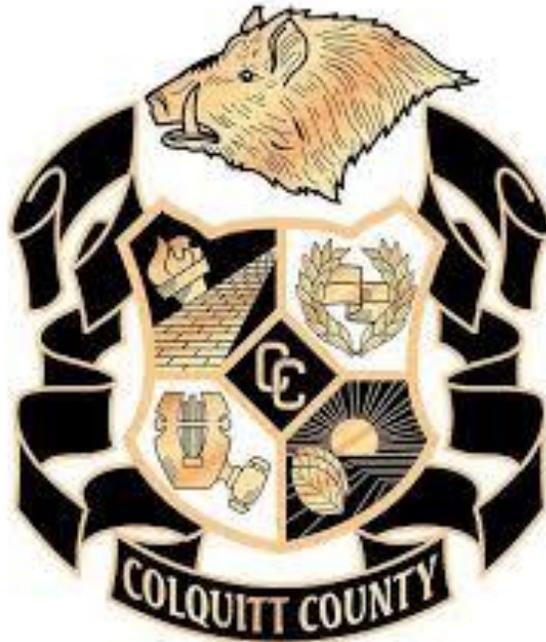


2019-2020 STUDENT HANDBOOK



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COLQUITT COUNTY ACHIEVEMENT CENTER

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Colquitt County School Board of Education

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Principal's Message

On behalf of myself and Colquitt County Achievement Center's Faculty and Staff, welcome to our school. We appreciate the opportunity to share information about our school with you. Colquitt County Achievement Center (CCAC) is the non-traditional alternative school of the Colquitt County School system.

Here at CCAC, we offer a blended learning educational experience combining: direct teacher instruction, web-based APEX on-line learning, community service, and service learning projects. Our student population currently ranges from sixth to twelfth grade.

Our students come to us for a variety of reasons. As a result, we tailor our instruction to each individual student's needs and their goals for the future. Our staff of professional educators create a Personal Learning Plan (PLP) for each individual student. The PLP is designed to afford students a menu of options including returning them to their regular school, graduation from Colquitt County Achievement Center, preparing them for the world of work, and/or continuing their education beyond high school.

As a staff our desire is for our students to have every advantage afforded students in the regular education setting. We are a technology-based, wireless learning environment providing our students with iPads, APEX Learning curriculum, Oddyseware and individual GoogleApps accounts.

Our staff believes the "Rigor, Relevance, and Relationship" model is the framework to accomplish our goals. We do not view our school as an alternative to the regular school environment. Our students and staff collectively see CCAC as "a school of alternatives" and we strive every day to meet the needs of each individual student.

We welcome the opportunity to work with both students and parents in a unified effort to make all students successful and productive citizens

Parents/Guardians, please review this handbook with your child to make sure that they understand all of the information contained in it. If you or your child has any questions or concerns about anything contained in this handbook, please feel free to contact the school for clarification at 229-890-6197.

Colquitt County Achievement Center
1800 Park Ave
Moultrie, Ga. 31768

Please sign and return this page to your child’s teacher upon reading the handbook.

To Parents/Guardians:

The educational laws of the state of Georgia require every school district to summarize the general rules and regulations regarding student conduct which are in effect. The law further requires such rules and regulation to be available to all students and their parents and/or guardians. This handbook has been prepared to explain and clarify the procedures, policies and regulations at Colquitt County Achievement Center (CCAC).

Please review this Student Handbook with your child, as well as, read the Title 1 Parents’ Right-To-Know information on page 12 of this handbook.

I have read and understand the Colquitt County Achievement Center Student Handbook. My signature indicates that I have read and understand the following documents:

- Title I Parent Right To Know Letter
- Parent Notification for Flexible Learning Program
- Parent Involvement Policy
- School-Student Compact
- Homeless Policy

My child and I agree to abide by all the policies and procedures mentioned within the Student Handbook and with the School-Parent Compact as stated below.

School-Parent Compact

Dear Parent/Guardian,

Colquitt County Achievement Center students participating in the Title I, Part A program and their families, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement as well as describes how school and parents will build and develop a partnership that will help children achieve the State’s high standards. Please review the attached School-Parent Compact.

Please sign and date below to acknowledge that you have read, received, and agree to this School-Parent Compact. Once signed, please return the form to your child’s teacher and keep the School –Parent Compact as a reminder of your commitment. The School-Parent Compact will be discussed with you throughout the year at different school-family events as we work together to help your child succeed in school. We look forward to our school-parent partnership!

School Representative Signature _____ **Date** _____

Parent/ Guardian Signature _____ **Date** _____

Student Signature _____ **Date** _____



2019-2020

Introduction:

The Colquitt County Achievement Center (CCAC) Student Handbook is intended to serve as a guide to new students and a reminder to returning students. This booklet has been developed with the intent of providing the student, parent, and community a more comprehensive understanding of the School.

The Colquitt County Achievement Center recognizes the uniqueness of each individual affiliated with this school. It is with this knowledge and understanding that the educational philosophy is to provide each individual student with the opportunity to develop intellectually and socially to his/her maximum potential.

Further, CCAC recognizes its partnerships, which includes Willie J Williams Middle School, C.A. Gray Jr. High School, and Colquitt County High School parents/guardians, and other organizations/businesses in the total educational/social development of our students. It is the parent's' responsibility to send students who are receptive to the educational process to school regularly. It is the school's responsibility to provide an educational function, social services, and transitions to other programs as required. While it is understood that religious training and moral values are a parental/family responsibility and should be taught at home/community, it is also understood that students must conform to acceptable standards of behavior at school to allow the educational process, which is a **joint** effort of parents, the educational institution, and the community, to proceed without interruption. *Finally, it is also recognized that a major responsibility of the educational process rests with the student and his/her desire to learn. The student is expected to be open and willing to participate in the educational/social activities of the school for adequate learning to occur.*

MISSION STATEMENT

The mission of the Colquitt County Alternative Education Program is to provide a place for new beginnings for all students through positive, successful learning experiences.

VISION STATEMENT

The vision of the Colquitt County Alternative Education Program is to provide quality and dedicated staff, a positive and supportive environment, and high standards to achieve academic growth and success.

BELIEFS

- All students can learn and have a right to a quality education.
- Education is a shared responsibility that unites the students, home, school, and community in the decision-making and problem-solving process while creating a mutual bond of respect and trust.
- The community serves as a means to support a safe learning environment for children as well as offering resources that will enhance students' awareness of real life applications.
- Students learn best in an atmosphere where continuous communication and support exist among parents, students, teachers, and community.
- Education prepares everyone for the challenges of today and tomorrow and is a continuous learning process.

RIGHT IS RIGHT EVEN IF NO ON IS DOING IT
Do Right

Non-Discriminatory Statement

No person shall, on the basis of sex, race, national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity associated with Colquitt County Achievement Center and the Colquitt County Schools.

The Academic Program:

Instruction at Colquitt County Achievement Center is offered via a web-based education curriculum programs and direct instruction and teacher-guided activities in the following areas:

- Social Studies
- Language Arts
- Mathematics
- Reading
- Science
- Selected Electives

Enrollment Procedures:

Students are assigned to Colquitt County Achievement Center via a hearing for disciplinary reasons or Principal referral via behavioral or academic **waiver** with parental consent and approval from the Hearing Officer. Once a student has been referred to CCAC, the parents of the student must call and schedule an appointment with the CCAC Director for a conference. This conference will explain to both the student and the parent(s) the program, the student handbook, and expectations for the student. Students may **NOT** enroll in the CCAC without this notification process. Enrollment days are Tuesdays and Thursdays at 9:30 am.

Students referred to Colquitt County Achievement Center must remain at Colquitt County Achievement Center as specified/stipulated by the Board Hearing or by the conditions as stated in their Waiver. The length of time the student must remain at Colquitt County Achievement Center is set by the Hearing Officer or by the home school principal and the CCAC Director. Students are expected to serve out their term unless recommended for early readmission to their Home School by unanimous agreement of the Colquitt County Achievement Center Director, CCAC teachers, and the Home School Principal.

Return to Home School

The student may return to the home school based on the length of the assignment by the Hearing Officer or by way of agreement as set forth in the Waiver with the building principal and CCAC Director. However, the recommendation to return to the home school will be based on the student's successful completion of academic, improved behavior and attendance. The Director and Staff of Colquitt County Achievement Center may recommend that the student be allowed an early return to the Home school when the following have been accomplished:

1. Student achievement by the completion of assigned work and adequate advancement through the curriculum.
2. Attendance is regular and absences do not exceed the limits set in School Board Policy.
3. The behavior of the student has consistently shown the ability to follow the code of conduct of the home school and the guidelines for behavior at Colquitt County Achievement Center.

Such recommendations cannot occur in the middle of a grading period but at a time when the transfer of grades and credits will not be an issue. Prior to an early return, a conference with the student, the parent(s), the Director of Colquitt County Achievement Center and a representative from the Home School will be conducted.

Curriculum

The curriculum in use at Colquitt County Achievement Center reflects the curriculum in use at Willie J Williams Middle School, C.A. Gray Jr. High School, and Colquitt County High School using a combination of teacher led group activities, direct instructions and individualized work using USA Test Prep, Odyssey and, Apex Learning.

Grades Earned at Colquitt County Achievement Center

All classes completed and grades earned through the CCAC Curriculums within a grading period will be recorded on the student's transcript at the end of the grading period. Only those classes where all the requirements (notebook, lessons, review test, and/or End of Course Test) have been met will be recorded in the student's permanent record. Some classes completed by students transitioning back to their home school may not be considered completed. Any classes started before enrollment in CCAC will only be considered at the discretion of the Director.

Excessive Absences and Withdrawals

Frequent absences and tardies have a negative impact on a student's academic performance, and if gone unchecked will cultivate into poor habits that will follow the student into adulthood. The following school policy will apply to Colquitt County Achievement Center **students who have excessive absences**. An accurate record of absences and tardies will be maintained. Absences incurred by the student prior to admission to Colquitt County Achievement Center are added in with the ones which occur at Colquitt County Achievement Center. Attendance does not start over. Since a key goal of the Colquitt County Achievement Center is to improve attendance, close scrutiny will be given to the attendance records of all students. If a student fails to bring a note from the parent stating the reason why the student was absent, the absence is considered to be **unexcused** and the student under 16 years of age will be considered as **truant**. **The Board reporting policy on truancy will be followed. Students who are 16 years old or older, and who are absent ten days or more, may be withdrawn for lack of attendance. Students who are withdrawn must re-enroll upon**

their return to school, provided a slot is available at that time and there is enough days left in the semester to receive credit.

- a. A student in grades 9 thru 12 who misses MORE THAN 10 DAYS PER SEMESTER in any class (subject), **REGARDLESS OF THE REASON** (excused or unexcused), may be **DENIED CREDIT** for that class. Credits will be awarded at the end of the year, thus a class credit will be a half or a full credit depending on the schedule.
- b. An attendance report will be generated from the computer system at the end of the semester to identify the students who have exceeded the 10 days absence. Students will be given their printed attendance report and a signed letter by the principal informing them they were denied credit. A copy of these will also be mailed to the parent/guardian using the address on record. Students who are denied credit may enroll in after school recovery program or Saturday School in order to receive the loss credit.

Tardies

Students are expected to be on time at Colquitt County Achievement Center. Students will be allowed in the building at 7:45 a.m. Any student that is not in the building by 8:15 will have to be signed in by an adult.

Parent Conference

Occasionally, parents or guardians of students at Colquitt County Achievement Center will be required to attend conferences with the school staff. These “called” conferences are in addition to the initial conference at the time the student is enrolled at the Colquitt County Achievement Center. The school will attempt to schedule these at a time convenient for the parent/guardian.

If a student is **suspended** pending a parent conference, arrangements for a conference must be made immediately by the parent. The student will not be allowed to return until these arrangements have been made with the school’s Director. Only one day will be counted as a suspension day. All others will be considered as unexcused absences, with the exception of students with Individualized Education Plans.

Transportation

Transportation to Colquitt County Achievement Center is provided for students. The bus should arrive at Colquitt County Achievement Center around 7:45 am. There will be no loitering or leaving the premises once student exit the bus. All students are required to enter the building once arriving on the CCAC campus. In the afternoon at approximately 3:05 pm, a bus assigned to the students at Colquitt County Achievement Center will pick up students to be transported to designated stops. **Transportation is considered to be a privilege and not a right.** Behavior on the bus and at the community bus stops must be appropriate at all times. Inappropriate behavior at these stops or on the bus can be a cause for not only **suspension** from riding the bus, but can also result in suspension from Colquitt County Achievement Center. Students who have been suspended from the transportation system will have to secure their own transportation to Colquitt County Achievement Center. To this end, parents are encouraged to be aware of the rules as outlined in the Student Behavior Code. **Students are not allowed to drive personal vehicles to school nor use school grounds to park cars. (Unless they have been given permission)**

Meals

Breakfast and lunch are provided each day. These meals are provided at no cost for all students. Soft drinks and snacks are available at the discretion of the staff. **All food is to be consumed in the cafeteria. Absolutely no food or drinks will be allowed outside the cafeteria.** No food or drink is to be brought in the building from outside sources for or by student. No student may leave campus for lunch. Also, no lunches from the outside may be delivered to students at lunch time unless it has been approved by the principal.

GUM CHEWING AND DISPOSAL OF GUM

Because the careless disposal of gum and sunflower seeds causes problems with cleanliness in the lunchroom, the carpet and the furniture/desks, the administration asks that students not chew gum or eat sunflower seeds at school. Therefore, chewing gum and sunflower seeds are **not** allowed on campus. A student will be asked to dispose of all gum and sunflower seeds.

School Calendar

The calendar for Colquitt County Achievement Center is the same as it is for all schools in the Colquitt County Schools.

First Aid or Medical Attention

Students requiring first aid or medical attention should report to the Office. Should medical attention be needed, the school nurse will be contacted or in an emergency (911) will be contacted depending upon the seriousness of the situation. Schools are not allowed to give out medication without a signed parental permission. Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by a written authorization from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage).

Length of the School Day

The school day for students at Colquitt County Achievement Center begins at 7:45 a.m. and ends at 3:05 p.m.

Early Sign-out Procedure

All students are required to sign out when leaving campus during the school day. All students are required to have a parent/guardian sign them out in person or call the office giving permission for the student to leave early. If a parent is unable to come in person or call, a note must be brought from a parent stating the reason for early dismissal and the means of transportation home. However, proof of a legitimate reason may be required. At the discretion of the Director or his designee students could be asked to sign-out early in order to avoid a developing discipline situation. In this event every reasonable effort will be made to notify parents/guardians. To the extent possible early sign-out procedure will be followed. In every instance of leaving early the student is responsible for making up any missed assignments, if the reason for leaving is excused.

Students are not to leave early without permission from the office. Any student who leaves campus without permission may be suspended until a parent conference is held.

Entering and Leaving the Building

Students will get off of the bus in a safe, orderly manner. Shouting, and running are not permitted. Students should enter the building single file, maintaining silence. Students are subject to be searched upon entering the building. Students should go **DIRECTLY** to the designated area. Students will quietly leave the building at the end of the day and board the bus in single file. **Students are reminded that the clock does not dismiss students. The teacher dismisses class.**

Make-Up Work and Summer School

Summer school is an option at CCAC. If students use their time wisely, they will have ample time for credit recovery.

Behavior in the Building

All movement within the building, including going to the cafeteria, the restroom, etc., will be conducted in an orderly and quiet manner. Students will be expected to follow all rules set forth in the handbook of Colquitt County Achievement Center. The classroom teacher may also have rules that are specific for each individual classroom. These will be followed as well. Any student that interferes with the class learning environment will be immediately removed. Parent/Guardian will be notified to pick up their child, make arrangements for student to go home, or the child will be allowed to walk home for the day. Students are expected to control voice and behavior in hallway at all times

Inappropriate Language

Both parents and students should be aware that particular attention is paid to the language used by the students at Colquitt County Achievement Center. Profanity or the N-word is not allowed. Words, expressions, conversations, symbols, and gestures that are sexually suggestive or explicit and/or threatening to the safety of others will not be tolerated. This includes words that have double meanings or are “sound alike” words. Students and parents will be asked not to use inappropriate language or threats. Threats made toward faculty and staff will be taken very serious. You will be asked to leave the building. Failure to comply will result in the police being called.

Counseling/Guidance Services

CCAC does have access to a certified counselor and every effort will be made to provide counseling and guidance services on an as needed basis. Additional outside service will be provided as needed.

Discipline

Students who are assigned to Colquitt County Achievement Center because of behavioral issues are on strict probation. Any excessive behavior issues which are in violation of the Code of Conduct will be grounds for placement on Independent Studies, suspension or expulsion.

Graduation Requirement

Students must complete graduation requirements as specified at the beginning of their high school program of study (9th grade) in order to receive a high school diploma. While CCAC teachers and administrators make every effort to guide students in proper course selection for their chosen program of studies, the ultimate responsibility rests with each student and his/her parents/guardians. It is the student's responsibility to check with the school to make sure that all the necessary graduation requirements have been met. **Participation in the graduation ceremony is a privilege, not a right. No student will be allowed to participate in the graduation exercise if he/she has not met all academic requirements and paid graduation fees. It is highly recommended that all graduating seniors participate in graduation ceremony.** To participate in the ceremony, students must demonstrate appropriate behavior, have good attendance during their senior year, and clear all financial obligations to CCAC and CCHS. No honors or individual awards will be given at the graduation ceremony.

Telephones/Cell Phones/Pagers/Other Electronic or Manual Devices

The school office telephone can only be used to contact parent/guardian with the approval of the director or other designated staff. Discretion will be used by the teacher and office staff in the identification of an emergency. Students are not to be dismissed from class to make personal calls unless it is an identified emergency. Parents may leave messages with the office, and the students will be notified at an appropriate time (lunch, break, or the end of school). Only those messages from parents/guardians will be accepted and given to the student.

Electronic and manual devices are not allowed at Colquitt County Achievement Center: tape/cd players, cameras, televisions, electronic games, playing cards, dice, I-Pods, and other devices designed for entertainment.

Cell phones and other personal electronic devices disrupt the learning environment when ringing in a classroom. If a student is found with these devices in his/her possession during the school day, the item will be confiscated and held until a parent/guardian comes to the school for a conference with the administration. Students who refuse to turn over phones when asked by faculty and staff will be suspended from school.

Restroom Use

Restroom breaks and water breaks will be scheduled during the school day. Teachers are encouraged not to allow students to use restrooms without some supervision. Restrooms are available for the convenience of students. Please do not loiter or socialize in the restrooms. Students share the responsibility for keeping the restrooms clean and in good working order. Any student found deliberately littering, putting graffiti on the walls or abusing the restrooms in any way will be referred to the director for disciplinary action. It is at the discretion of the teacher to permit students to go

to the restroom outside the designated times. Doors to the bathrooms are intentional kept open to minimize unacceptable behavior in the bathrooms.

Student Restriction on Other School Campuses

Colquitt County Achievement Center students are prohibited from going onto any other school campus except for public events. **CCAC students are not allowed to participate in extra-curricular activities.** Colquitt County Achievement Center students are allowed to attend any school functions which are open to the general public, such as sporting events, band concerts, drama productions, etc unless banned from attending these types of functions by the hearing officer. CCAC students are NOT allowed to attend prom, dances, pep rallies, or any other such events which are not open to the general public. Any CCAC student that gets invited to CCHS Prom must get approval from director.

Tobacco

All property of the Colquitt County Schools is considered to be a Tobacco Free Zone. Tobacco in any form is not allowed on any of the school campuses of the Colquitt County Schools, at the bus stops, or on the buses. Possession of tobacco products or paraphernalia by anyone under the age of 18 is **ILLEGAL**. Parents are urged to insure that the student does not leave home with cigarettes, snuff, chewing tobacco, lighters, matches, or other tobacco paraphernalia. **REMEMBER:** all students are subject to be searched each day. Students are subject to be suspended for possession of tobacco, cigarettes, lighters or other illegal paraphernalia.

Book Bags/Purses

Book bags, briefcases, totes, or purses are not allowed in Colquitt County Achievement Center. Unless they are clear of mesh.

Internet Use

Some instruction at Colquitt County Achievement Center is delivered by means of the Internet. Students' use of computers or Internet for any purpose other than instructional delivery is prohibited. Students are not to use computers for personal entertainment, surfing, email, chat, games, video, music, social networking, etc. other than what is assigned by the teacher. Improper use of the computers will result in suspension. Students are responsible for any damage to computers. **Students could be suspended until arrangements are made to repair or replace damaged computer. Please remember what you do on the computer may be deleted, but not released.**

EMAIL CONTACTS

On our CCAC website, <http://achieve.colquitt.schooldesk.net/> com, you may sign up to receive announcements via email. You may also ask individuals teachers to contact you when needed through an email address.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with FERPA, you are notified of the following: You have a right to inspect and to review your child's educational records maintained at the school which your child attends. You have the right to prevent disclosure of educational records to third parties with limited exceptions. You have the right to seek to have corrected any parts of an educational record that you believe to be inaccurate, misleading, or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if the Colquitt County Schools decides not to alter the education records according to request. You also have a right to file a complaint with the FERPA office concerning Colquitt County School's failure to comply with FERPA.

SPECIAL EDUCATION PROGRAM

The Colquitt County Board of Education recognizes the need of Special Education Services for students who have the potential for exceptional academic achievement in grades K-12. Students may be referred for consideration for special education services by classroom teachers, special area teachers, parents or guardians, or any other responsible person who has knowledge of the student's intellectual functioning. To the extent possible, students will be provided Special Education Service as provided in Individual Education Plan (IEP).

STUDENT DRESS CODE

Colquitt County Achievement Center middle school students must follow the Uniform Policy established by the dress code of the home school and Governing Council of Colquitt County Achievement Center. The CCAC dress code is to promote safety, good hygiene, and a wholesome school environment. Students enrolled at Colquitt County Achievement Center are expected to dress appropriately while in attendance at school. This includes wearing the adopted school uniform. This policy addresses requirements for a uniform dress code and special dress days as deemed by the principal. General appearance of students should be reasonable and not distracting to others (including combing/brushing hair and keeping dreadlocks neatly maintained). Students are expected and required to show proper attention to personal cleanliness, neatness, and conservative standards of dress and appearance. When questionable, the school director will make the final determination of whether a student's attire or appearance is in conflict with the system policy. Students will observe the following dress code:

All students must wear a white, pullover shirt with a collar and khaki pants with a plain belt. No jeans or pants with cargo pockets are allowed. A solid white or black, short-sleeved T-shirt must be worn as an undergarment. No writing or insignia is allowed on shirt or undershirt. Khaki pants and white shirts can be purchased inexpensively at Wal-Mart, Roses, Dollar General, Belk's ect...

Other uniform code rules are:

- Students must keep their shirts tucked in at all times while on the school campus.
- Pants must be worn above the hipbones and fit in the waist area.
- A solid colored belt (brown or black only) must be worn at the waist.
- No shorts or pants to be worn under the pants.
- Shoelaces must be visible and tied; Velcro straps must be fastened.
- No jewelry is allowed. (If worn, parents will be required to pick up items.)
- No purses or bags (book bags will be allowed, but MUST be clear or mesh).
- Jackets/sweat shirt without a hood maybe worn on campus if they are solid white.

- Unnatural hair color is not allowed.
- Any pants with metal studs/rivets are considered jeans and are not allowed!
- **No phones are allowed.**
- Hats are not allowed.
- No skinny pants or tight fitting pants.
- **The color red is not to be worn at all on CCAC campus.**

Visitors

Colquitt County Achievement Center welcomes parents/guardians who wish to visit the school. Visitors are required to check in at the office. This procedure protects the classroom process from undue interruptions and assures visitors of efficient response to their school-related needs. Students will not be allowed to entertain visitors during the school day.

Unruly Visitors

Most visitors are cooperative in terms of our expectations listed above. However, disruptive or hostile visitors cannot be tolerated. Visitors who become rude, hostile, abrasive, or in any way aggressive toward students, other parents, teachers, administrators, or any staff members will face legal charges and may be fined up to \$500.00 (Code 1981, 20-2-1182, enacted by Georgia Law 1989, p. 1394, 1). All threats will be taken seriously including phone calls, E-mails, and letters, and will result in the necessary legal action. School is a place of learning, not a place to vent personal frustrations. Please remember that coming to school is a privilege, not a right.

Care of Property

The school is public property financed with tax money. Please help the custodian by not throwing trash in the building or on the grounds. Please do not make marks on the walls or furnishings. As a part of getting students to understand the importance of maintaining a clean environment, students may be asked to assist with keeping the grounds and building clean. Students who damage, deface, or destroy the property of the school will be punished and required to pay for the damage.

Student Services

CCAC does not have professional services on campus. Health, and other counseling services will be provided to all students on an “as required” basis.

Progress Reports

In an effort to keep students and parents informed of the student’s academic achievement, periodic progress reports will be provided every 9 weeks.

EMERGENCIES AND SAFETY

FIRE DRILLS ARE REQUIRED BY STATE LAW. When the fire alarm sounds, all occupants of the building will immediately evacuate the building according to the safety plan. During the fire drill, good order is imperative. Be calm; go orderly and quickly from the building as specified by the regulations posted in the classrooms. Any student pulling a fire alarm without authority shall be suspended for a period of 3 school days.

GENERAL RULES FOR FIRE DRILLS

Students will follow designated exit instructions, keep in a single file, walk, not run, refrain from talking and proceed to a distance approximately 100 feet from the point of exit.

The teacher should be the last one out of the room, should take the grade book and keys, should close the door, and remain with the students.

The teacher will take attendance once the group has reached its proper distance from the building.

When the all clear is sounded, all will return to classrooms in the same orderly fashion.

NOTE: Fire drills are very important exercises which may save your life. You are expected to act accordingly.

GENERAL RULES FOR TORNADO DRILLS

State law requires tornado drills. Two types of tornado alerts may be issued:

1. Two (2) short rings indicate a **tornado watch** is in effect. This means that conditions are favorable for the formation of a tornado. Students are to remain with the teacher in the room.
2. Five (5) rings indicate that a **tornado warning** is in effect. This means that a tornado has been sighted and students are to leave the room with the teacher and assume a protective position (curl up and cover head) in the hallway. **DO NOT MOVE** until the all clear bell sounds.

CODE OF CONDUCT

POLICY STATEMENT

The Colquitt County Board of Education is responsible for establishing policies under which schools operate. The Board recognizes that it is the job of every teacher to provide high quality, differentiated instruction for every student, and the job of every school to create an environment that supports high quality instruction. To promote schools that are safe, civil and respectful learning environments and facilitate desirable student conduct and behavior, the Board has adopted the Student Code of Conduct

This Code recognizes that the Colquitt County Schools has the responsibility to ensure that the school environment is safe for all students and school personnel and that it is important to provide students with a consistent set of expectations for behavior. The Board expects school staff to intentionally describe and teach students the behaviors expected of them as learners in a safe, civil and respectful school. All staff shall be encouraged to proactively redirect student behavior and use minor misconduct as an opportunity to reteach or practice expected behaviors. The Board also expects all students to respect the rights of fellow students, personnel and others, and to behave in a manner that does not violate school rules, procedures, Board policy or the law. Students shall be encouraged to seek assistance from school personnel for any incident that may threaten or disrupt the educational environment. The Code of Conduct requires all students enrolled in Colquitt County Schools to accept responsibility and the appropriate consequences for their actions and behavior, while also

recognizing that student behavior in school is often dictated by the guidance, modeling and interaction with adults in school.

The disciplinary process set forth in the Code is intended to be instructional and corrective, not punitive. Schools shall use out-of-school suspension as a last resort, unless mandated by the severity of the infraction. All students shall be entitled to receive due process in disciplinary reassignment, in-school or out-of-school suspension and expulsion. Moreover, students shall be entitled to appeal the issuance of certain intervention or consequences, as provided herein.

PURPOSE AND GOALS

Through the establishment of the Student Code of Conduct, the Board seeks to: (1) create a consistent set of expectations for the behavior of all students; (2) reinforce positive behavior and provide students with opportunities to develop appropriate behavioral skills; and (3) outline the interventions and consequences for students who engage in inappropriate behavior.

SCOPE OF THE STUDENT CODE OF CONDUCT

The Student Code of Conduct addresses two aspects of creating a positive school learning environment: (1) proactively guiding students to positive behavior, and (2) correcting, redirecting and rendering consequences as needed to respond to misconduct.

PROACTIVE GUIDANCE FOR POSITIVE BEHAVIOR

Proactive guidance focuses on preventing problems by providing students with meaningful, positive feedback to enhance motivation, engagement and performance, and teaching expectations at the beginning of each year, reviewing expectations as necessary and treating minor misbehavior as a learning opportunity. Teaching desired behaviors to minimize misconduct is based on three principles:

- All behavior is learned;
- Any repeated behavior is serving a purpose for the student; and
- Student behavior can be changed.

Schools must proactively teach, reinforce, correct and supervise student behavior. Proactively teaching and reinforcing positive behaviors greatly reduces the number of subsequent misconducts, and modeling for students how they are expected to interact and perform in an educational setting improves learning and engagement. Whether guiding, correcting or rendering consequences for behavior, all staff should:

- Have high expectations for student success;
- Build positive relationships with students;
- Create consistent, predictable school and class routines;
- Teach students how to behave in all school settings (classrooms, cafeteria, halls, bathrooms, etc.);
- Provide frequent, positive feedback for appropriate behavior; and
- Correct misbehavior in a calm, consistent and logical manner.

Schools will use the following research-based practices as a guide to creating a safe, respectful and productive learning climate and implement these minimum expectations for proactive behavioral support systems:

- There is an established set of common expectations and beliefs that student success and engagement in school are the responsibility of all school stakeholders. The common expectations and beliefs define interactions for the entire school community.
- There are clearly articulated, school-wide expectations for behavior that are consistently posted, taught, modeled and positively reinforced by all staff.
- There are established classroom management practices that link to school-wide expectations for behavior. Classroom management practices promote student engagement and support high quality instruction.
- The school-wide expectations for behavior are aligned with the Student Code of Conduct and focused on maximizing instructional time for students.
- Social and emotional learning skills are explicitly taught to assist students in meeting established expectations and to increase student participation in teaching and learning activities.
- A leadership team is in place; the team uses and reviews behavioral as well as academic data to improve supports for students, refine teacher/staff practices and to drive school-wide improvement.

The Student Code of Conduct expects school leaders and teachers to clearly describe what they expect from students as learners in their school at the beginning of each school year and after each break.

SCHOOL LEVEL INTERVENTION PROCESS

The Colquitt County Board of Education supports a framework of tiered interventions for students experiencing behavioral challenges. Students displaying behaviors designated in the Behavior Matrix will be provided tiered interventions in accordance with Colquitt County Schools Pyramid of Behavior Interventions. Each school has Pyramid of Interventions that is based on the system framework. All students are provided Tier 1 interventions. However, students that experience behavioral challenges after Tier 1 interventions have been implemented with fidelity are provided Tier 2 interventions. If Tier 1 and Tier 2 interventions and consequences are not successful in decreasing student's behavior that disrupts the educational progress of the student and others, Tier 3 interventions are then implemented.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by interventions and consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the school and system behavioral expectations.

CODE OF CONDUCT MATRIX AND PROGRESSIVE DISCIPLINE

The Colquitt County School System Code of Conduct Matrix is designed to provide administrators and teachers a guideline for implementing interventions and consequences for student behavior that does not align with the school system's behavioral expectations. The interventions and consequences are progressively more intense if student misbehavior continues. The matrix is built on a progressive discipline philosophy and is designed to create the expectation that the degree of consequences imposed by each school will be in proportion to the severity of the behavior of the student, the previous discipline history of the student and other relevant factors while ensuring that each student receives the due process mandated by law.

STATEMENT ON AUTHORITY OF SCHOOL LEADERSHIP

The Principals /Directors are the designated leader of the school and, with the staff, is charged by the Superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered by this brochure, they may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

The Code of Conduct Matrix is a guideline for school leaders to use when providing interventions and consequences for student misbehavior. Based on the circumstances of a disciplinary violation, Principals /Directors have the authority and discretion to impose interventions and consequences ranked higher on the matrix than indicated for each behavior.

STUDENT SUPPORT PROCESSES

The Colquitt County Board of Education provides resources which are available at every school within the district to help address student behavioral problems. Based on the severity of the misconduct, students may be assigned interventions and/or consequences. Disciplinary consequences for misconduct are listed in the disciplinary definitions and the Code of Conduct Matrix. The school process for addressing student behavioral challenges will include appropriate consideration of support processes to help students resolve such problems. The Colquitt County Pyramid of Behavior Interventions assigns the interventions to specific tiers that become more intensive as the misconduct continues or as the behaviors become more serious.

Teacher Managed – Tier 1

- Teachers provide re-teaching and modeling of appropriate behaviors.
- Students are recognized for following behavioral expectations.
- Four positive reinforcement statements for every one corrective statement
- Misconduct is tracked by teachers to monitor situational factors of behavior.
- Parent contact initiated and classroom consequences implemented by teacher.

Check-in/Check-Out – Tier 2

- A program that is designed to help students eventually monitor their own behavior.
- Students are first assigned a mentor that a student checks-in and out with at the beginning and end of each day. The system ensures that the student begins and ends the day with a positive adult interaction and is provided constructive feedback regarding their progress toward meeting behavior goals.
- Students are provided a behavior progress report that is completed by each teacher and then provided to their mentor. The mentor gives feedback on their behavior progress for the day.

Behavior Intervention Groups – Tier 2

- Students experiencing similar behavioral challenges meet with a guidance counselor or other school staff to address the common challenges, provide alternative replacement behaviors and additional support specific to the problem behaviors.

Student Support Team – Tier 3

- The SST is an interdisciplinary group that uses a systematic process to address learning and/or behavioral challenges.
- The SST consists of the academic teachers, counselor, school administrator, parents and any other relevant support personnel.
- The SST is responsible for creating and monitoring a Behavior Intervention Plan using assessment data from the Functional Behavior Assessment.

Functional Behavior Assessment (FBA) – Tier 3

- A process for gathering information to understand the function and purpose of behavior in order to write an effective intervention plan. Assumptions underlying an FBA include:
 - Behavior is learned and serves a specific purpose.
 - Behavior is related to the context within which it occurs.

- A Functional Behavior Assessment is implemented once data demonstrates that Tier 1 and Tier 2 interventions are not effectively decreasing student’s problematic behaviors.

Behavior Intervention Plan – Tier 3

- The Behavior Intervention Plan is created by the Student Support Team. The team considers the observations made in a Functional Behavioral Assessment to create a specific plan of action to develop appropriate replacement behaviors.

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment.

Parents are encouraged to review the Code of Conduct with their children and inform them of all the possible consequences for Code of Conduct violations, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. Parents are required to become familiar with the Code of Conduct, sign a statement of confirmation of receipt of the code of conduct, and to be supportive of it in their daily communication with their children and others in the community. Parents or guardians who do not acknowledge of the code of conduct shall not be absolved of responsibility with respect to information contained in the student code of conduct.

DISCIPLINARY JURISDICTION OVER STUDENT CONDUCT

The Colquitt County Board of Education shall have jurisdiction over all offenses occurring at school, on school system property, off school grounds at any school sponsored activity, traveling to and from school sponsored events, on school buses, at school bus stops, in other school vehicles, or off school property provided that the actions cause a substantial disruption of the educational environment.

Student behavior at athletic and extracurricular events is subject to the provisions of this Code of Conduct. Student athletes, coaches, spectators, and all others associated with the activity should adhere to the fundamental values of respect, fairness, honesty, and responsibility, while promoting good sportsmanship. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated and are grounds for removal from the event site and possible disciplinary action.

Student behavior on a school-sponsored trip is subject to the provisions of this code of conduct. A school-sponsored trip is defined as any off-campus experience whereby one or more students, under the supervision of school personnel, represent the school in some capacity. The trip begins upon arrival at school and concludes upon return to school and dismissal from campus.

Any student that has been arrested, charged, or convicted of a misdemeanor or felony offense or a delinquent act occurring off school property and whose presence at school is reasonably certain to endanger other students or staff or causes substantial disruption to the educational climate, may be disciplined and/or suspended from school.

PROGRESSIVE DISCIPLINE PROCEDURES

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Some discipline violations require specific consequences. The following is a listing of the types of disciplinary actions that may be imposed for violation of this Code of Conduct.

- Warning
- Loss of Privileges
- Isolation
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention/After School Intervention
- Saturday School
- In-School Suspension
- Short-term (Out-of-School) Suspension
- Referral to a Hearing for Long-term Suspension or Expulsion
- Temporary Placement in an Alternative Education Program
- Referral to Law Enforcement or Juvenile Court Officials.

The following list of offenses and (in some cases) the required or recommended consequences are provided for the information of students, parents and school personnel. These Code of Conduct rules are in effect during the following times and in the following places:

- On the school grounds before, during and after school hours.
- On the school grounds at any other time when the school is being used by a group.
- Off the school grounds at a school activity, function or event.
- En route to and from school on a school bus or any other school vehicle.
- At the bus stop

AFTER SCHOOL INTERVENTION

The Achievement Center will offer Attendance Recovery Monday-Thursday

ALTERNATIVE SCHOOL ATHLETIC ATTENDANCE

Students who have been expelled from their home school and who are attending the alternative school are not allowed to attend ATHLETIC EVENTS UNLESS IT HAVE BEEN APPROVED BY THE ALTERNATIVE SCHOOL DIRECTOR.

BUS RULES AND REGULATIONS

School transportation is furnished by the Colquitt County Board of Education for all eligible students.

Safety is of the utmost importance. Students are considered to be “at school” while on the bus and all school rules apply. If necessary, riding privileges may be suspended and/or revoked.

The following rules are for the safety, welfare, and health of all students riding a bus:

- The driver is charge of the bus and all students on board and may assign seats if they wish
- Obey the driver promptly and cheerfully; you are on school property.
- Ride only on the assigned bus. Students shall not be permitted to change buses without written approval from the parent and consent of the principal. They should ride their regular assigned buses to and from school.
- Wait in an orderly line off the street or road. Be on time! The driver cannot wait for students who are tardy. Cross in front of the bus after it comes to a complete stop and far enough in front of the bus to be seen by the driver at all times.
- Students are to get on and off the bus in an orderly fashion and are to find a seat quickly and remain seated while the bus is in motion.
- Behave on the bus just as you would in the classroom.
- Do not engage in any activity that will distract the driver.
- Balloons, glass vases, or large flowers may not be taken on buses.
- The following activities and items are forbidden on buses:

smoking, drinking, or eating; throwing anything from the bus; possessing knives or any other sharp object; bringing animals on the bus; tampering with mechanical equipment, accessories, or controls; using any electronic devices such as cell phones, pagers, audible radios, tape or CD players without headphones, mirrors, lasers, flash cameras or other reflective devices or lights. Other activities and items may be forbidden at the discretion of the bus driver when safety is a concern.

NOTE: For violating these rules the driver will report the student to the school administration for disciplinary action. Anyone having a complaint about a bus or bus driver should contact either the school administration or the Colquitt County Board of Education (359-3742.) **AT NO TIME IS A PARENT OR OTHER ADULT TO BOARD A SCHOOL BUS WHILE IT IS ON THE ROUTE. IN THE EVENT THIS HAPPENS, TRESPASSING CHARGES WILL BE FILED.** The principal or his/her designee has the authority to deny the privilege of riding school bus based on the misconduct of the student. This action is for a reasonable and specific amount of time. Buses are an extension of the school campus, and all rules under the DCS Code of Conduct apply to students on buses and at bus stops.

BOARD HEARING

A Board Hearing shall convene and conduct a hearing in the following cases:

- a. Where a student has committed an alleged assault or battery upon any teacher, other school official, or employee;
- b. Where a student has committed an alleged assault or battery upon another student and the school principal determines that expulsion or long term suspension may be appropriate punishment;
- c. Where a student has intentionally caused substantial damage while on school premises to personal property belonging to a teacher, other school employee, or student, and the school principal determines that expulsion or long term suspension may be appropriate punishment;
- d. Where a student has possessed, distributed, or been under the influence of illegal drugs and/or alcohol while at school, while en route to and from school, or while attending a school sponsored event and the principal determines that expulsion or long term suspension may be appropriate punishment;
- e. Where a student has demonstrated a chronic behavioral pattern that is detrimental to the ongoing mission of the school and the principal determines that expulsion or long term suspension may be appropriate punishment;

- f. Waiver – A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a Board Hearing. Must have approval from Hearing Officer.
- g. Expulsion – Suspension of a student from a public school beyond the current school quarter or semester. Only a Board Hearing may take such action.

LONG TERM SUSPENSION

Under the provisions of Colquitt County Board of Education policy JCEB, a student shall be subject to a long term suspension (more than ten days), or expulsion for a semester, a school year, or longer for violation of any state or federal law. Such suspension or expulsion may be recommended by the administration notwithstanding that the student was previously suspended by other school officials. Where long term suspension or expulsion is recommended, notice of the pending action shall be sent to the student and parents (or other persons acting *in loco parentis*), either in person, with a witness present, or by United States mail directed to the last known address. Included in the notice shall be the following:

1. A copy of the rule allegedly violated and a summary of the evidence to be used to support the charges.
2. A statement that the student has the right to a hearing within ten days, or that the student and or parent/guardian may waive such hearing.
3. A notification that the hearing shall be before a tribunal with the right of the student and his/her parents to be represented by an attorney and to have witnesses appears and testify in the behalf of the student.
4. A statement that the Board of Education shall subpoena witnesses upon request.
5. That the parent has the right to appeal the decision of the tribunal to the Board of Education.

A student under a long term suspension or expulsion cannot come on campus for any reason nor can the student attend any school activity, whether on campus or at another location without the permission of the principal during the period of the suspension or expulsion.

All long term suspensions and expulsions will be handled through the Colquitt County Schools hearing process.

SHORT TERM SUSPENSION

The principal or his/her designee may suspend a student for a period not to exceed ten (10) days for any violation of a school rule or state or federal law. Any such suspension shall not require a formal hearing but shall require an informal investigation be conducted prior to the suspension whereby the school authority shall give the student oral notice of the accusation(s) against him/her, and if the student denies the charges, the student is given the opportunity to present any defensive matter in his/her behalf that is reasonably available. There need be no delay between the time the student is notified of the accusation and opportunity for the student to explain his/her side. The purpose of the investigation is to notify the student of the charges and to ensure fairness in the matter. Students facing immediate suspension shall be detained pending the arrival of their parents whenever feasible. School authorities shall endeavor to notify the parents/guardians in writing or by telephone as quickly as possible regarding a student's suspension.

OFF-CAMPUS CONDUCT

The Board of Education has a responsibility to provide protection for students and employees and to provide and maintain a safe and orderly environment for education to take place. Therefore, it is the duty of the Board of Education to make necessary rules and policies to regulate student conduct for the purpose of maintaining good order and discipline in the schools.

1. Administrators are authorized to take disciplinary action for conduct that occurs: (a) on the school grounds at any time; (b) off the school grounds at a school activity, function or event, or, (c) en route to and from school or a school activity.
2. Administrators are also authorized to take disciplinary action against a student for any off-campus actions, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of the student and/or staff.
3. A student who has been charged with a criminal act while off campus is subject to disciplinary action and may receive expulsion from school or assigned to an alternative learning environment for a period to be determined by appropriate school officials. Such act could include, but would not be limited to, a felony charge that poses a potential danger or disruption at school, a drug charge, an alcohol charge, or any type of sexual charge.
4. Such student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, would also be subject to other appropriate disciplinary action. This includes imposing restrictions on the student from attendance at after-school events on the school campus or school-related events off the school campus for a period to be determined by appropriate school officials.
5. School officials shall contact proper authorities to verify any and all allegations that a student has been arrested or charged.
6. The Superintendent, principal and/or other administrators shall cooperate with the probation office or courts in order to allow for that office to conduct a proper investigation.
7. If the matter involves a juvenile, the Superintendent and staff shall cooperate with the Juvenile Court concerning the student's conduct and record in school.
8. Any suspension, expulsion, or exclusion from enrollment under this policy shall be handled in accordance with due process as set out in Board policy relating to suspension or expulsion.

ON-CAMPUS CHARGES

A student who has been charged with a criminal act while on campus is subject to the same discipline as the off-campus policy.

SATURDAY SCHOOL

Saturday School is held at the discretion of the Director or his/her designee. Teachers will assist will assist with this event

SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school administrators may search a student, student lockers, and student vehicles under the circumstances outlined in the following sections and may seize illegal, unauthorized, or contraband materials discovered during the search. Failure to permit or comply with a search or seizure will be grounds for disciplinary actions up to and including long-term suspension and/or expulsion.

1. **Personal Searches:** A student's person or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, including cell phones. Such searches shall be conducted in a manner that assures that the student is not arbitrarily deprived of personal privacy.

ATTENDANCE AT SCHOOL EVENTS WHILE SUSPENDED

Students assigned out-of-school suspension, long-term suspension, or expulsion from school may not attend or participate in any school functions on the day of the infraction or the days of suspension until the assigned suspension is complete. Students assigned out-of-school suspension, long-term suspension, or expulsion from school may not be on Colquitt County Board of Education's property without the principal's permission.

IMMEDIACY OF SUSPENSION

Suspension, when deemed necessary, will begin no later than the day following an act subject to suspension, providing due process rights can be afforded within this time.

ENROLLMENT OF STUDENTS SUSPENDED FROM OTHER SYSTEM

Students suspended from other school systems will be required to complete their assigned suspension prior to attending regular classes. Students may complete their suspension as assigned at the Alternative School, In-School Suspension, or Out of School Suspension. Upon receipt of records, Colquitt County Schools reserves the right to follow all disciplinary resolutions specified by previous school of enrollment.

MAKE-UP WORK DURING SUSPENSION

All students are required to make up all class assignments missed during short-term suspension or suspension pending tribunal.

DISCIPLINARY PROCEDURES FOR STUDENTS WITH DISABILITIES

The Code of Conduct applies to all students including students with disabilities. However, students with disabilities are afforded specific due process protections.

- **SUSPENSION FOR UP TO 10 DAYS IN A SCHOOL YEAR**

Students with disabilities can be suspended for a total of up to 10 consecutive or 10 cumulative school days in one school year without providing special education procedural safeguards and services. Saturday school and before/after-school detention do not count toward the 10 days.

A Functional Behavior Assessment and Behavior Intervention Plan should be completed on any students approaching 10 days of suspension.

The Special Education Director should be notified of any special education student approaching 10 days of suspension.

- **SUSPENSION BEYOND 10 DAYS IN A SCHOOL YEAR**

1. School provides written notice to parent/guardian of intervention or consequence being considered and date of Individual Education Program Manifestation Determination Review. Meeting must be held within 10 days of the date of the decision to discipline student. A copy of the Notice of Procedures Safeguards should be provided to parents.
2. IEP team will determine whether the misconduct is related to the student's disability by reviewing all current and relevant information.
3. If the behavior is a manifestation of the disability, the IEP team will review and revise the behavior intervention plan specifically for the misconduct of the student. A disciplinary change in placement (expulsion) cannot occur.
4. If the behavior is not a manifestation of the disability, school officials may apply the Code of Conduct interventions and consequences. However, the student may not be suspended for more than 10 consecutive or cumulative school days in a year without providing appropriate educational services. Students with disabilities may be placed in an interim alternative educational setting for a maximum of 45 school days
5. Students with disabilities, even if expelled, must be provided with an appropriate education in an alternative educational setting.

APPEALS

The school principal has the authority to suspend a student out of school for a period of not to exceed ten cumulative days per semester. Any out of school suspension, in-school suspension, Saturday school or detention is not subject to appeal beyond the school level. Any rulings by the Board Hearing involving long-term suspension or expulsion may be appealed to the Colquitt County Board of Education in accordance with the policies and regulation of the Board.

STUDENT SEARCHES

School officials may search a student in accordance with Board policy *JCAB Interrogations and Searches* if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student book bags, school lockers, phones and other personal technology, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

POLICE NOTIFICATION

Notification of Police for specific Code of Conduct violations is designated in the Code of Conduct Matrix. School administration will contact the parent/guardian of the student when Police have been requested to report to the school for a Code of Conduct violation. When parents are not available to report to the school, administrators may serve as loco parentis when minors are being questioned by Police.

POLICIES FOR REMOVAL OF STUDENTS FROM CLASSROOM FOR DISRUPTIVE BEHAVIOR

Students who engage in repeated disruptive behavior may be immediately removed from the classroom and subject to the disciplinary provisions in the Official Code of Georgia Annotated §20-2-738.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

20-2-751.7. (a) The Professional Standards Commission has established a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities.

The School System procedures include the following:

- a. Any student (*or parent or friend of a student*) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- b. Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*
- c. Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.
- d. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

ADDITIONAL POLICES RELATED TO CODE OF CONDUCT

Students and parents should be familiar with the policies below that relate to the Code of Conduct.

SPECIFIC STUDENT BEHAVIOR CODE VIOLATIONS

OFFENSE	ACTION PLANS FOR VIOLATORS
<p>Rule 1 DISRUPTION AND INTERFERENCE WITH SCHOOL No student shall</p> <p>a. Block any entrance, occupy any school building, prevent any school class or function from taking place, prevent any student, guest, or employee from using any normal pedestrian or vehicular traffic path or otherwise deprive others of free access to, or use of, any facility, program, or activity associated with the Colquitt County Schools.</p> <p>b. Set fire to or in any school building or property</p> <p style="padding-left: 20px;">1. Cause false fire alarm</p> <p>c. Possess, discharge, or otherwise threateningly use any explosives or fireworks criminal charge: (1) on the school grounds at any time; (2) at any school activity, function, or event; (3) en route to and from school functions, activities, or events.</p> <p>d. Continuously or intentionally make noise or act in a manner that interferes seriously with the teacher's ability to conduct class</p> <p>e. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, misrepresentation of the truth, passive resistance, or any other conduct, intentionally cause disruption of any lawful mission, process, or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function.</p> <p>f. Refuse to identify oneself or give false identity upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel.</p> <p>g. Urge, encourage, or counsel other students to violate any of the preceding paragraphs of this rule.</p> <p>h. No student shall threaten, assault, or commit battery on a person either employed or not employed by the school system as a result of a pattern of criminal gang activity.</p> <p>i. No student shall commit act(s) of bullying against other student(s) that is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment or has the effect of substantially disrupting the orderly operation of the school.</p>	<p>These plans of action are designed for high school students who violate the Code of Student Conduct/Discipline</p> <p>Suspension permissible Possible police referral 1st offense - 3 days suspension 2nd offense - 5 days suspension 3rd offense - 10 days suspension</p> <p>Mandatory 10-day suspension Referral to police department Mandatory 10-day suspension</p> <p>1st - Parent contact/conference 2nd - Saturday Detention 3rd - 1 day ISS</p> <p>1st - 3 days suspension 2nd - 5 days suspension 3rd - 10 days suspension</p> <p>1st - 1 day suspension 2nd - 3 days suspension 3rd - 5 days suspension</p> <p>1st - 3 days suspension 2nd - 5 days suspension 3rd - 10 days suspension</p> <p>10 days suspension, referral to hearing officer and sheriff's department</p> <p>1st - 3 days suspension 2nd - 5 days suspension 3rd - 10 days suspension, referral to hearing officer</p>
<p>Rule 2 Vandalism, Trespassing, Damage, or Destruction of Property</p> <p>A student shall not willfully and/or maliciously destroy, damage, or deface public or private property, real or personal, without the consent of the owner or the person having control No student shall enter or remain on school campus or school board facility without authorization or invitation and with no lawful purpose for entry.</p>	<p>Suspension permissible, possible referral to police or sheriff department of it and/or hearing officer. Restitution in all cases.</p>

**Rule 3
DAMAGE, DESTRUCTION, THEFT, EXTORTION, BURGLARY,
LARCENY, OR ROBBERY OF PRIVATE OR PUBLIC PROPERTY**

A student shall not cause or attempt to cause damage or destruction to property, shall not burglarize, shall not commit larceny/theft or robbery, either on the school grounds or during a school activity, function, or event off school grounds or while under school supervision. This also includes theft or attempted theft of a motor vehicle.

Suspension permissible, possible referral to sheriff dept. and/or hearing officer. Restitution in all cases

**Rule 4
VERBAL AND/OR PHYSICAL ASSAULT AND/OR PHYSICAL
VIOLENCE ON A PERSON EMPLOYED BY THE SCHOOL**

a. A student shall not threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee on the school grounds or while the school employee is engaged in the performance of his/her official duties at a school related function. This includes touching, striking, pushing or threatening bodily or psychological harm to any school employee.

10-day suspension referral to hearing officer or sheriff's department

b. A student shall not commit any act of physical violence against a teacher, school bus driver, or other school official or employee while the school employee is engaged in the performance of his/her official duties at a school related function.

10-day suspension & referral to tribunal

**Rule 5
VERBAL AND/OR PHYSICAL ASSAULT AND/OR BATTERY
ON A PERSON NOT EMPLOYED BY THE SCHOOL**

a. No student shall threaten, intimidate, harass, or bully another with or without physical contact on or off school grounds or at school related function or by use of data or software that is accessed through a computer, computer system, or computer network or through other electronic technology of a local school system.

10-day suspension, possible referral to hearing officer or sheriff's department

b. Fight: Physical abuse or injury to any person on school grounds during, immediately before, or immediately after school hours; at any other time when the school is being used for a school function; en route to and from school.

10-day suspension, possible referral to hearing officer or sheriff's department

**Rule 6
POSSESSION OF A WEAPON ON SCHOOL PROPERTY OR
AT SCHOOL FUNCTIONS (policy JCDAB)**

A student shall not carry, possess, or have under control any weapon on school property, at a school function, on a bus, or on any other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, gun, or any object assumed to be a gun, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife or other knife, straight edge razor, spring stick, metal knuckles, blackjack, any bat, club, or other bludgeon-type weapon or flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, fighting chain, throwing star, oriental dart, or any article which is designed for other purposes, but which easily could be used to inflict injury (for example, a pencil, comb, or compass) if used in an aggressive or belligerent manner. Baseball bats, hockey sticks, or other sports equipment possessed by competitors for legitimate athletic purposes shall not apply.

10-day suspension referral to hearing officer or sheriff's department

**Rule 7
NARCOTICS, ALCOHOLIC BEVERAGES, AND
STIMULANT DRUGS, OR ANY OTHER CONTROLLED
SUBSTANCE (policy JCDAB)**

- | | |
|---|--|
| a. A student shall not possess, sell, use, transmit, or be under the influence of any drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any drugs requiring a prescription controlled by the Ga. State Board of Pharmacy (unless lawfully prescribed for use by such student), while on the school grounds or during a school activity, function, or event off school grounds or while under school supervision. | 10-day suspension, referral to hearing narcotic officer or Board of Education or police or sheriff's department
Parent notification |
| b. A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage or intoxicant of any kind while on the school grounds or during a school activity, function, or event off school grounds while under school supervision. | |
| c. A student shall deposit in the principal's office (or other location determined by the principal) all lawfully prescribed drugs when he/she arrives at school. A student shall not sell or transmit any medication, prescription or non-prescription, to another student while on school grounds or during a school activity, function, or event off school grounds or while under school supervision. A student shall not possess or use non-prescription drugs at school without the permission of the school nurse or administration. | |
| d. Possession and/or use of drug paraphernalia in any form is prohibited on campus, on school buses, and at school activities and functions. | |
| * A student possess, sell, or transmit any substance, represented to be one of such prohibited substances while on school grounds or during a school activity, function, or event off school grounds or while under school supervision. For example: Salvia, bath salts, and synthetic cannabinoids. | |

**Rule 8
DISREGARD OF DIRECTIONS OR COMMANDS**

- | | |
|---|--|
| a. A student shall not fail to comply with reasonable directions or commands of teachers, teacher aides, principals, school bus drivers, or other authorized personnel when on school grounds or during a school activity, function, or event off school grounds or while under school supervision. | 1st - Parent Contact/Conference
2nd - Saturday Detention
3rd - 1 day ISS |
| b. Skipping/misbehaving in teacher assigned detention | 1st - Parent Contact/Conference
2nd - Saturday Detention
3rd - 1 day ISS |

**Rule 9
ATTENDANCE**

- | | |
|---|--|
| a. Truancy: Skipping all day | 1st - Parent Contact/Conference
2nd - Saturday Detention
3rd - 1 day ISS |
| b. Skipping class or required in-school activity; Also applies to students who do not sign in through the attendance office when late to school | 1st - Parent Contact/Conference
2nd - Saturday Detention
3rd - 1 day ISS |
| c. Leaving campus without permission (not signing out in the attendance office when leaving school) | 1st - Parent Contact/Conference
2nd - Saturday Detention
3rd - 1 day ISS |
| d. Skipping/misbehaving in Saturday detention | 1 day OSS |
| e. Tardy repeatedly shows a failure to follow class rules, and a referral to a school administrator will be made. | 1st - Parent Contact/Letter Home

2nd - Saturday Detention
3rd - 1 day ISS
4th - Administrative Discretion |

Rule 10**DRESS AND GROOMING**

a. A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise cause disruption or interfere with the operation of school. Apparel, which advertises illegal and/or controlled substances, is considered distracting. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in such interference or distraction as to violate this rule, and shall give notice of such interference or distraction, and its cause, to all students by announcement or posting at the school. Obscene pictures or symbols and profane or suggestive language shall not appear on clothing. Hats, headbands, hair rollers, and other headgear are not considered appropriate attire inside the building. Trench coats are not considered appropriate attire.

Send to Administrative Office

Administrative Discretion

Rule 11**PARKING AND TRAFFIC VIOLATIONS ON CAMPUS**

Abuse of school parking regulations or operation of a motor vehicle in such a way as to cause damage to public or private property located on school grounds or in such a way as to endanger life or limb of persons utilizing school facilities, driveways, or parking areas. Student parking by permit only.

* All parking and traffic violations may result in a fine.

a. Improper parking or 3 violations with no decal displayed

1st - 5 days parking suspension
 2nd - 10 days parking suspension
 3rd - Progressive parking suspension

b. Speeding, reckless driving, spinning tires

1st - 10 days parking suspension
 2nd - Parking privileges revoked

c. Student parking on campus without a permit or in visitors parking

1st - Fine
 2nd - Vehicle towed at owner's expense

d. Unauthorized use of permit

1st - 10-day suspension of both parties' parking
 2nd - parking privileges revoked for both parties

e. Student usage of a cell phone while operating a vehicle on the CCHS campus; this includes all parking areas and access roads

1st - Warning
 2nd - 5-day parking suspension
 3rd - Parking privileges revoked for semester

Rule 12**USE OF PROFANE, VULGAR, OR OBSCENE WORDS, OR OTHER ACTIONS WHICH DISRUPT SCHOOL SYSTEM OPERATIONS**

a. Directed toward a staff member, bus driver, or any other school or school-related employee

1st - 3 days suspension
 2nd - 5 days suspension
 3rd - Administrative Discretion

b. Directed toward a student

1st - Parent Contact/Conference
 2nd - Saturday Detention
 3rd - 1 day ISS

c. In general conversation

1st - Parent Contact/Conference
 2nd - Saturday Detention
 3rd - 1 day ISS

<p>Rule 13 GAMBLING ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION</p> <p>Gambling on school property or at a school function is prohibited. suspension permissible</p>	<p>Confiscation of proceeds and paraphernalia,</p>
<p>Rule 14 MISBEHAVIOR ON BUS (policy JCDAD/EDCB)</p> <p>The age of the child and the severity of the offense will be taken into consideration in the administration of disciplinary action</p>	<p>1st - Warning by Administrator 2nd - Parent contact, bus suspension 1-3 days 3rd - Bus suspension 3-5 days 4th - Bus suspension 5-10 days 5th - Revoke bus riding privileges for the remainder of semester, or 10 days, whichever is greater</p>
<p>Rule 15 CRIMINAL LAW VIOLATIONS</p> <p>A student who could be and/or is formally charged with violation of the criminal law off campus and whose presence on the school campus may endanger the safety of students and/or cause substantial disruption to school operations.</p>	<p>Student will not be allowed to attend school and/or referral to hearing officer.</p>
<p>Rule 16 SEXUAL HARASSMENT/MISCONDUCT</p> <p>a. Sexual harassment may include teasing, jokes, remarks, questions, pressures for dates, denial of benefits or opportunities for advancement or achievement if a sexual advance is rejected, leering, touching, pinching, commenting about a person's body, writing suggestive notes, drawing offensive pictures, making obscene gestures, or possession of offensive literature on school property, during school functions, or under school supervision, including pornography of any kind.</p> <p>b. Sexual misconduct may include: molesting another student, indecent exposure, rape, or any overt heterosexual or homosexual act on school property, during school functions, or under school supervision.</p>	<p>Suspension permissible</p> <p>Suspension, Referral to hearing officer & referral to legal authorities</p>
<p>Rule 17 RUDE AND DISRESPECTFUL BEHAVIOR</p> <p>No student shall curse, talk back, "sass," or intentionally argue in a demanding or disruptive manner with any teacher, administrator, student, or other school personnel.</p>	<p>1st - Parent Contact/Conference 2nd - Saturday Detention 3rd - 1 day ISS</p>
<p>Rule 18 USE OR POSSESSION OF TOBACCO</p> <p>Possession and/or use of tobacco in any form is prohibited on campus, on school buses, and at school activities and functions. This includes lighters, matches, and any paraphernalia (including electronic cigarettes).</p>	<p>1st - Parent Contact/Conference 2nd - Saturday Detention tobacco 3rd - 1 day ISS</p>

**Rule 19
CHEATING/PLAGIARISM/FORGERY**

CHEATING

Getting unauthorized help on an assignment, quiz, or exam such as telling answers or copying another student's answers, homework, test answers, D2L work, etc.

1st - zero, no repair and parent notification

PLAGIARISM

a. Unintentional Plagiarism - If you make the attempt to use the tools of documentation but fail to do so correctly, this is considered unintentional plagiarism—a part of the learning process. Consequently, errors of this sort, as determined by the teacher, will be considered as major errors during the grading process and will affect the assignment grade accordingly but may not result in a failing grade for the assignment or course.

1st offense--Grade will be assigned according to the assignment criteria. If the student fails the assignment because of unintentional plagiarism, the student may resubmit the assignment for a grade of no more than 70. Student attends plagiarism remediation session.

b. Intentional Plagiarism - Intentional plagiarism is when you purposefully copy and paste or copy work from another individual, whether it is a small or large amount, and attempt to pass that work off as your own work. If you intentionally omit proper documentation of your sources, purchase materials prepared by someone else, or obtain the work from another person, this is intentional plagiarism.

1st offense-Since the plagiarized assignment is not the student's work, it cannot be graded as a measurement of the student's learning. The student will be expected to complete the assignment again, for decreased credit (no higher than 75), under increased supervision and support of the teacher. Parent notification is mandatory. Student attends plagiarism remediation session.

2nd offense-zero grade; parent notification; attend plagiarism remediation session. If student completes plagiarism remediation session, the student can recover the assignment but will not be allowed to exceed a 70.

3rd offense-zero grade with no recovery opportunity; parent notification

**Rule 19a
FORGERY**

1st - Parent Contact/Conference
2nd - Saturday Detention
3rd - 1 day ISS

**Rule 20
DISTURBANCE DEVICES**

a. Includes, but is not limited to radios, cassette players, CD players, laser lights, portable speakers

Confiscated

b. Beezers, mobile phones, other technology devices during school hours

Confiscated

Rule 21
RACIAL HARASSMENT

Suspension permissible

No student shall harass another student or students or any employee through racially disparaging conduct or communications. Racial harassment may include:

(1) oral or written statements having demeaning implications made or sent to an individual or (2) gestures or conduct rooted in racial prejudice or racial factors or considerations that signal contempt toward others of any race.

Disclaimer: School rules published in this handbook are subject to such change as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as become necessary for the routine operation of the school. Not all school rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. Except where specified in the Code of Conduct, the school administrator, at his/her discretion, may choose whether a student serves suspension in the in-school center or out-of school. Additionally, the administrator may choose, at his/her discretion, to utilize the After School Intervention Program or the Saturday School Program as possible alternatives to suspension, but only within a limited scope. In unusual situations, the schools administrator(s) may, upon reviewing the circumstances of a discipline situation, choose to utilize disciplinary procedures other than the ones specified herein. This will be done in the case where the administrator feels the best interest of the school is better served by using alternative disciplinary procedures. Colquitt County Achievement Center feels strongly that parents should be an integral part of the discipline process. Teachers are encourage to contact parents at any time they have a student who appears to be a chronic behavior problem in class. Similarly, administrators will attempt to contact parents whenever possible after dealing with a student even if no formal action (In-School Suspension, suspension, etc.) was taken. Camera surveillance is utilized around campus and evidence can be used to supply information for disciplinary actions.

All parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

STUDENT BULLYING INFORMATION

COLQUITT COUNTY ACHIEVEMENT CENTER

BULLY FREE ZONE 2019-2020

Bullying – Any attempt to inflict injury, display of force, or causing physical or bodily harm.

Bullying can happen in all of the following places: school property, school vehicles, at the bus stops, school related functions, or via the computer or cell phone.

4 Types of Bullying

Physical Bullying – hitting, shoving, poking, and chasing someone.

Verbal Bullying- calling people names, mean jokes, spreading rumors.

Social Bullying – excluding someone from a group, ignoring or avoiding.

Cyber Bullying – sending mean texts or emails, posting pictures.

What to do if you are being bullied?

- Tell an Adult
- Be Assertive
- Have Confidence
- Don't fight back
- Walk away from the situation
- Don't give a bully an audience
-

Consequences for Bullying at Colquitt County Achievement Center

1st Offense Warning with Parent Contact

2nd Offense OSS 1-5 days

3rd Offense OSS 5-10 days

All discipline depends on the individual offense and are subject to the principals discretion.

DEFINITION OF TERMS

Colquitt County Achievement Center is the Colquitt County's alternative Education Program. The school provides a learning environment that includes the objectives of the quality core curriculum and instruction which enables students to return to a general or career education program as quickly as possible. Course credit shall be earned in an alternative education program in the same manner as in other education programs.

The Colquitt County School System shall provide an alternative education program that:

1. Is provided in a setting other than a student's regular classroom;
2. Is located on or off of a regular school campus and may include in-school suspension that provides continued progress on regular classroom assignments;
3. Provides for disruptive students who are assigned to the alternative education program to be separated from non-disruptive students who are assigned to the program;
4. Focuses on English language arts, mathematics, science, social studies and, self-discipline;
5. Provides for students' educational and behavioral needs; and
6. Provides supervision and counseling.

Assault: Any verbal threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm.

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: In accordance with Georgia law, bullying is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interferes with the learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Criminal Law Violations: A student who has committed a violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension, and referral to a Board Hearing. (16-11-34)(16-11-32)(16-11-38)

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed or for behavior or corrective measures. Detention may require the student's attendance before school or after school. Students are given one day's warning so that arrangements for transportation can be made by the parents or guardians.

Discipline Referral: A written report by any faculty member for a Level II or above violation of the Student Code of Conduct.

Board Hearing: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters

Disruption or Interference with School: Any act, which substantially hinders the normal operations of the school. Examples include but are not limited to: (20-2-1181)

- a. Occupying any school building, gymnasium, school grounds, properties or part, thereof, with intent to deprive others of its use, or acting so as to produce the effect of depriving others of its use.
- b. Blocking the entrance or exit of any school building or property or corridor or room, thereof, so as to deprive others of access thereto;
- c. Preventing or attempting to prevent the convening or continued function of any school, class, activity or lawful meeting or assembly on the school campus;
- d. Preventing students from attending a class or school activity; blocking normal pedestrian or vehicular traffic on a school campus or adjacent grounds (except under the direct instruction of the principal);
- e. Making noise or acting in any manner continuously or intentionally so as to interfere with the teacher's ability to conduct class;
- f. By the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, causing intentionally the disruption of any lawful mission, process, or function of the school or engaging in any such conduct for the disruption or obstruction of any such lawful mission, process, or function;
- g. Refusing to identify oneself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel;
- h. Urging, encouraging, or counseling other students to violate school rules.

Dress Code: A description of acceptable and unacceptable apparel which can be worn by students.

Drug: As used in this code of conduct the term "drug" refers to any controlled or illegal substance the possession of which is prohibited by law and includes, but is not limited to, any narcotic, hallucinogen, amphetamine, barbiturate, cocaine, marijuana, anabolic steroid, or any other substance which is represented by any individual to be a drug. The term, "drug" does not include

prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a Board Hearing. In cases where a student is found to have engaged in physical violence against a teacher or other school employee and such contact was intentional, the student may be expelled for the remainder of the student's eligibility to attend public schools unless the student was acting in self-defense.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible audible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Harassment, Racial: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
3. Otherwise adversely affects an individual's employment or academic opportunities.

Harassment, Religious: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Harassment, Sexual: Sexual harassment consists of unwelcome sexual advances, requests for sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
2. Submission to or reaction of that conduct of that conduct or communication by an individual is used as a factor in decisions affecting the individual's employment or education, or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or
6. Unwelcome behavior or words directed at an individual because of gender.

In-School Suspension: Removal of a student from class (es) or regular school program and assignment of that student to an alternative program isolated from peers.

Physical violence: Intentionally making physical contact of an insulting or provoking nature with the person of another; or intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harm were in defense of himself or herself, as provided in Code Section 16-3-21.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a Board Hearing). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as any competitive events, and/or activities sponsored by the school or its employees.

Theft: The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Weapons: The term “weapon” is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following are defined as dangerous weapons: mace, pepper spray, any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club, or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, and other knife, straight-edge razor or razor blade, spring parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to apply consequences for a violation of the CCAC Code of Conduct, school administrators and teachers will follow a progressive discipline process.

The severity of the consequence will be in proportion to the severity of the violation and will take into account the student’s discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Consequences are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia’s Character Education Program.

The Principal is authorized to use the following consequences, as appropriate, for violations of the CCAC Code of Conduct:

1. Warnings and/or counseling with a school administrator or counselor
2. Loss of privileges
3. Isolation or time out
4. Temporary removal from class or activity
5. Notification of parents
6. Parent conference
7. Detention
8. Temporary placement in Night School
9. Short-term suspension (OSS/OSS)
10. Referral to Hearing Officer for long-term suspension, expulsion.
11. Suspension or expulsion from the school bus
12. Referral to law enforcement or juvenile court officials for acts of misconduct which under Georgia Law are required to be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

Principal may not impose suspensions longer than 10 days. Long-term suspension or expulsion, for periods of more than 10 days can be imposed only by a Board Hearing as outlined in the Colquitt County Board of Education policies. Before a student is suspended for 10 days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Discipline for students with disabilities will be handled in accordance with State Board Rule 160-4-7-.10 Discipline, which is available in its entirety on the Colquitt County Schools Policy website as Regulation IDDF-R.

DISCIPLINE OF STUDENTS SERVED UNDER SECTION 504 OF THE REHABILITATION ACT

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school

system's Central Office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the Central Office or at any of the school offices.

LEARNING AND DISCIPLINE RIGHTS AND RESPONSIBILITIES

The student's most important task is learning and preparing for life as an adult and a good citizen. In order for each student to have the most positive learning environment possible, it is necessary to have policies and rules that govern the behavior of all within the school. All students are responsible for studying this code and adjusting their behavior accordingly. One of the aims of society is to help students to get along with others and learn to live in the larger society. Self-discipline is the **key** and the **goal**. Through self-discipline, students develop character and learn to live in an orderly society. The faculty and staff of Colquitt County Achievement Center encourage good self-discipline and **expect** students to abide by the established policies and rules. We **expect** and encourage all students to be respectful of others' rights, and we **expect** all students to be responsible for their own actions. We at Colquitt County Achievement Center take both the **rights** and **responsibilities** of students seriously and **expect** all students to do the same. 1. All students have a right to a learning environment that is appropriately well-ordered, peaceful, safe, non-threatening and conducive to learning. 2. All students have the right to a caring, well-prepared teacher who instructs well and who limits students' inappropriate self-destructive behavior. 3. All students have the right to choose how to behave, with full understanding of the consequences that invariably follow their choices. We, therefore, **expect** any students who feel they cannot support the established policies to accept the consequences for their own actions and behavior. Let the choices you make today be choices you can live with tomorrow. The choices we make affect the quality of our lives.

A Final Note!!!

Your attitude is most important. A willingness to cooperate with staff and follow the Colquitt County School's rules will indicate a desire on your part to make positive changes. You will be held accountable for your actions. It is hoped that you will take advantage of the opportunity being provided to you to continue your education. However, the decision rests completely with you.

“ATTITUDE”
By Chuck Swindol

The longer I live, the more I realize the impact of attitude on life.

**Attitude, to me, is more important than education,
Than money, than circumstances, than failures, than successes,
Than what other people think or say or do.**

It is more important than appearance, giftedness, or skill.

It will make or break a company... a church ... a home.

The remarkable thing is we have a choice everyday

Regarding the attitude we embrace for that day.

We cannot change our past ...

We cannot change the fact that people act in a certain way.

We cannot change the inevitable.

The only thing we can do is play on the string we have.

And that is our attitude ...

**I can convinced that life is 10% what happens to me and
90% how I react to it. And so it is with you ...**

We are in charge of our ATTITUDES